



U.S. MARINE CORPS HISTORY DIVISION

Internship Program

The History Division offers opportunities for college students to participate on a professional level in its historical activities. The intent of the program is to give promising and talented student interns a chance to gain meaningful experience, and earn college credit if available, in fields in which they might choose to seek employment after school.

Eligibility Requirements

Applicants must be matriculating students at a college or university. While there are no restrictions on individuals applying for intern positions, it has been found that mature and academically superior students are most successful. If academic credit is to be earned, the agreement of the institution to the internship is essential.

Areas of Internship

The History Division has a narrow range of historical-related responsibilities. Opportunities exist for qualified students to work as reference historians (servicing information requests from public and official sources); research historians (performing research, largely in primary source collections); historical writers' assistants (researching material to support on-going writing projects); and oral historians (interviewing, collection management, editing and podcasting).

In general, students who have served successfully as interns with the History Division have had major or minor fields of study in history, American studies, political science, and data processing. The nature of the intern program, however, and the variety of opportunities provided by the division, allow the structuring of an internship which may draw upon academic and non-academic credentials not usually associated with the historical field. Each internship is the product of an agreement between the student, the History Division, and the sponsoring institution if credit is to be earned, as to what work is entailed, what supervision and instruction will be provided, and how work will be evaluated.

Location of Internship

All internships are served at the History Division, 3078 Upshur Avenue, Quantico, Virginia. Depending on the nature of the internship, there may be a requirement or opportunities to use research facilities and collections elsewhere in the Washington area, including the Gray Research Center, National Archives, Smithsonian Institution, Library of Congress, and the archival resources of other Armed Services historical agencies. All interns will be assisted in gaining access to archival and library resources necessary to the accomplishment of their assignments.

Supervision and Standards for Interns

All internships are regarded as beginning professional-level historian positions. Each intern is assigned to an experienced professional member of the division's staff for supervision, instruction and evaluation. In general, these supervisors have advanced professional degrees and extensive practical experience in their fields.

It should be emphasized that interns are expected to work productively while they learn, to meet the same requirements of attendance as regular employees on the days or at the times they agree to work, and to comply fully with the accepted standards of appearance and decorum of the History Division. An internship is a privilege, which will be terminated for someone who does not regard it as a serious and valuable work experience.

The History Division imposes no restrictions as to the identity or location of institutions sponsoring interns. Similarly, there are few restrictions on the times interns choose to serve. The service can be performed at any time during the year and should be for at least one half day a week, preferable a full day or more. The amount of academic credit given for this work is entirely up to the sponsoring institution.

Because of the current and past locations of the division, the majority of full-time students who have served as interns have come from Washington-Virginia area colleges and universities such as George Mason University, Mary Washington University, and George Washington University. A number of student interns from other schools have served in the summer or during periods of Washington-study programs, including interns from Hope College (Michigan), Dordt College (Iowa), Carlow College (Pennsylvania), Franklin College (Illinois), and Kenyon College (Ohio).

Stipend and Expenses

The Marine Corps Heritage Foundation, a private, non-profit educational institution dedicated to supporting the official Marine Corps historical program, provides each intern who works at the division a daily grant of expense money. Any other costs of the internship are borne by the student.

Applications

The History Division welcomes inquiries from students and academic institutions interested in professional internships. If it is possible, the division prefers that prospective academic credit interns and their sponsors visit the division's offices, see its facilities and collections, and meet prospective supervisors of interns. All inquiries regarding the intern program should be directed to: Marine Corps History Division, Attn: Ms. Cynthia Meyer, 3078 Upshur Ave., Quantico, Virginia 22134. Phone inquiries may be made to 703-432-4877; email Cynthia.meyer@usmc.mil. General information regarding the division may be obtained by visiting the website at www.history.usmc.mil.



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FROM: Director, USMC History Division

TO: Internship Applicant

REF: Internship Program

The Marine Corps History Division actively seeks the opportunity to sponsor college students interested in internships at anytime during the calendar year, although most students use the summer months to complete their internship.

The stipend paid to interns is \$64.00 per day (or \$8.00 per hour) for a professional workweek of 40 hours. **(The stipend is paid on the 15th and 30th/31st of each month.)** In some cases the hours and days worked are flexible and can be sporadic or otherwise deviate from the standard according to the needs of the sponsoring branch or the student. The duration of internships can vary from two to 12 weeks or more, again according to the needs and availability of each participant. The division's offices are closed on weekends.

In the following form, there is a page that outlines the scope of work for each branch and section. An applicant may wish to request assignment to a specific branch or section, or in special cases propose a project in his/her own area of study, or request assignment to an ongoing project or program. Interns are expected to bring a certain level of knowledge and useful skills to the historical program in return for the high level of training and experience they receive on the job.

Completed applications may be returned by email to Cynthia.meyer@usmc.mil, by fax to 703-432-5054, or by post to the Director, History Division, 3078 Upshur Avenue, Quantico, Virginia 22134, Attention: Ms. Cynthia Meyer.